

UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA, FLORENCE DIVISION

COPY IDENTIFICATION FORM

Company/Firm: _____ Telephone No. _____

Address: _____ Fax No.: _____

Requested By: _____ Date Requested: _____
(Name of person completing this form)

Case No: _____ Case Name: _____

Is case opened or closed? _____ Judge: _____

DOCUMENTS TO BE COPIED:

Document No. and/ or Date Filed	Name/Description of Document <i>(motion to compel, order, memorandum etc.)</i>	No. of Pages

Please continue on back if more room needed.

For office use only:

M&M: Please copy as indicated and bill the attorney/company listed above.

File picked up from clerk's office: _____
Date/Time Initials

File returned to clerk's office: _____
Date/Time Deputy Clerk

INSTRUCTIONS FOR COPY REQUESTS

DOCUMENTS 10 PAGES OR LESS:

A copy request for documents 10 pages or less will be handled by the Clerk's Office and must be paid for when the copies are made. The copy fee per page is 50 cents. The deputy clerk will call you as soon as the copies are completed. The turnaround time for copies is two days. If you need an expedited copy, please indicate so on the Copy Identification Form ("Copy ID Form").

DOCUMENTS MORE THAN 10 PAGES:

A copy request for documents 10 pages or more will be handled by M&M Copy World, the company awarded the printing contract in the Florence area. Before M&M can copy documents, you must complete a Copy ID Form (available at the Clerk's office or we will be happy to fax a form to you). The basic instructions are as follows:

1. Complete "Copy ID Form" and fax or deliver it to the Clerk's Office.
2. After the Clerk pulls the documents to be copied, he or she will send the file to M&M along with the approved Copy ID Form.
3. You are responsible for contacting M&M to make payment arrangements and discuss pick-up and/or delivery of copies. M&M will advise you of their fees. Their address and phone number are as follows:

M&M Copy World 1210 W. Evans Street, Florence, SC 29501
Phone: 843-662-2412

FILES LOCATED AT THE FEDERAL RECORDS CENTER:

If a file is located at the Federal Records Center in Georgia, you must pay a \$35.00 retrieval fee at the time you request the file and/or copies. Once the Clerk's Office makes a request for the file to the Federal Records Center, it will take approximately one week to receive the file in the Clerk's Office. Once we receive the file, your copy request will be completed as explained above. You may also contact the Federal Records Center via their web address: www.nara.gov

SCHEDULE OF OTHER SERVICES:

Certification per document.....\$ 7.00
Record Search (per name).....\$20.00

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